

# 2024 Annual Member Recertification

Michelle Souder Membership Process & Services

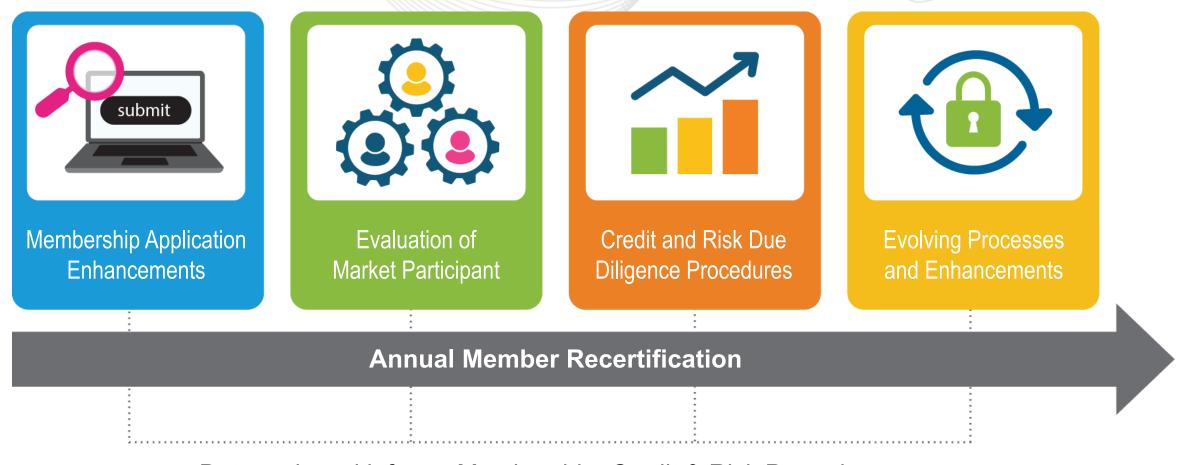
Kate Patt Credit Risk & Collateral Management



## **Annual Member Recertification Impacts**

Action Required	Deadline	Who May Be Affected	
Complete Annual Member Recertification Items	04/12/2024	04/12/2024 All Full Members	
Complete Annual Officer Certification Form	04/30/2024	All Market Participants	
	10		

### Know Your Customer (KYC) Procedures



Data gathered informs Membership, Credit & Risk Procedures



## **Annual Member Recertification**

- Full Members required to validate the following information annually
  - Sector Selection
  - \*Affiliate Disclosure Information
  - Related Party Information (Electric Distributor sector only)
  - Contact Managers
  - Company Account Manager (CAMs)
  - \*Company Corporate Information (Address, Stock Information)
- Must be completed by a designated Officer, Authorized Representative, or Maintenance Manager
- Process defined in Manual 33, Section 3



#### Market Participant Requirements

- Market Participants required to provide the following information
  - Annual Officer Certification Form
    - Must be signed by an Officer
    - Required each calendar year between January 1 and April 30
  - Principals
    - Utilized for Know Your Customer (KYC) processes (on-going)
- Per compliance with PJM Tariff, <u>Attachment Q</u>

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# 2024 Membership Management Community Enhancements

Area	Recertification Enhancements (January 2024 implementation)				
Annual Officer Certification Form	<ul> <li>May be initiated and completed by Officer, Authorized Representative or Maintenance Manager, or completed by authorized individual designated in the Officer Certification Role</li> <li>Completed in Membership Management Community and Officer reviews and signs in DocuSign</li> </ul>				
Company Corporate Information	<ul> <li>Community page added to display corporate address and stock information.</li> <li>Ability for Members to update information as necessary</li> </ul>				



# 2024 Membership Management Community Enhancements

Area	Recertification Enhancements (January 2024 implementation)			
Affiliate Disclosure	<ul> <li>Enhancements to consolidate screens and improve user experience</li> <li>Enhancement to capturing/displaying affiliate stock information</li> <li>Added ORG Chart upload function</li> </ul>			

<b>A</b> oim	2024 Recertification Tasks and Timeline					
Required Tasks	Tool	Open Date	Due Date	Must be completed by		
<ul> <li>Sector Selection</li> <li>Affiliate Disclosure</li> <li>Related Parties</li> <li>Contact Managers</li> <li>CAMs</li> <li>Company Information</li> <li>Principals*</li> </ul>	Membership Management Community	January 8 <sup>th</sup> , 2024	April 12th	<ul><li>Officer</li><li>Authorized Representative</li><li>Maintenance Manager</li></ul>		
Officer Certification Form* * Market Participants only	Membership Management Community	January 8 <sup>th</sup> , 2024	April 30 <sup>th</sup>	<ul> <li>Initiated and completed by Officer, Authorized Representative, or Maintenance Manager, or completed by designated Officer Cert Role, but Officer must review and sign</li> </ul>		



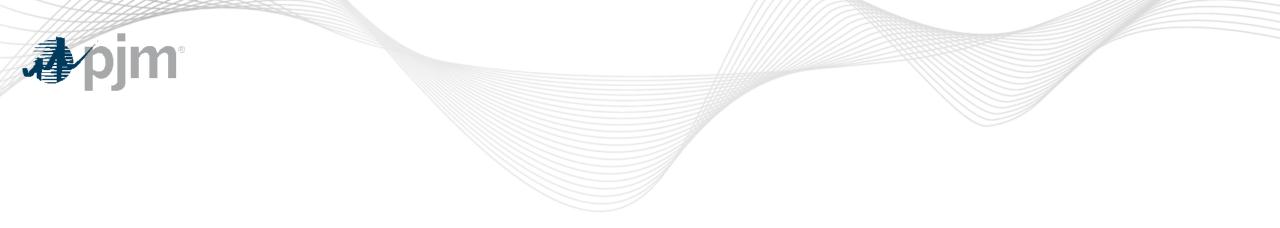


# **Annual Member Recertification Process:**

membershipforms@pjm.com

credit hotline@pjm.com

Member Hotline (610) 666 – 8980 (866) 400 – 8980 custsvc@pjm.com



# Appendix



### **Additional Resources**

- Annual Member Recertification User Guide
- Annual Officer Certification Form Instructions
- <u>Membership Management Community tool page</u>
- Form of Secretary Certificate: Add Officers, Authorized Representatives and Maintenance Managers (must be notarized)
- <u>Officer, Authorized Rep, Maintenance Manager Designation Form:</u> Add and revoke Officers, Authorized Representatives, and Maintenance Managers
- Form of Secretary Certificate FAQ